



DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS

FACT SHEET

Basic Business License

NAICS: 813000-1

Charitable Solicitation Registration

NAICS Description: Charitable Solicitation means the request directly or indirectly for any contribution on the plea or representation that such contribution will or may be used for any charitable purpose.

Transaction Type: Initial

Endorsement Class: General Business

Legal Authority: DC Code: 44-1700; 47-2851 DC Municipal Regulations, Title 16, Chapter 13

License Duration:	Two (2) Years	Category License Fee:	\$208.00
License Available Online:	No	Application Fee (fixed):	\$35.00
Online Processing Fee:	N/A	Endorsement Fee:	\$10.00
Payment Method:	If applying in person you can pay for your Basic Business License (BBL) by cash, check, money order, or credit card at the Department of Consumer and Regulatory Affairs, Business License Center, 941 North Capitol Street, NE, Washington, DC 20002. If applying by mail you can pay for your Basic Business License (BBL) by check or money order payable to "DC Treasurer" and submitted to: Bank of America Attention: D.C. Government Wholesale Lockbox #91360 Mail Code MD4-301-18-04, 18 th Floor, 225 North Calvert Street Baltimore, MD 21202.		

Prerequisites: (See requirements below)

Application Requirements: All applicants for a Basic Business License must comply with the following DC Code requirements:

- **Basic Business License Application**
To make sure you get your BBL as quickly as possible, you must submit a properly completed Basic Business License Application package. All of your responses should be printed clearly in English.
- **Office of Tax & Revenue (OTR) Registration**
Before applying for your BBL, you'll also need to register your business with OTR and submit a copy of your tax registration certificate with your application. If you're not already registered, simply complete and file a Combined Business Tax Registration Application (Form FR164); this can also be done online. For more information, please call the Tax Customer Center at (202) 727-4829.
- **Certificate of Occupancy / Compliance for Zoning Regulations**
Before applying for your BBL, you'll need a Certificate of Occupancy (C of O) for the location where your business is conducted to demonstrate that your business does not conflict with building and zoning codes. (If your business is located in an office building, you may operate under the umbrella of the C of O issued to the owner of the building, as long as the C of O was issued for the entire building; check with your building owner or management company for the C of O holder name, number, and issue date.) If you have any questions about Certificates of Occupancy, please call the Building & Land Regulation Administration at (202) 442-4589.
- **Clean Hands Self Certification**
You'll also need to certify that you don't owe more than \$100 to the District of Columbia government as a result of fees, penalties, interest, or taxes through completion of a Clean Hands form provided in your BBL application package.
- **Internal Revenue 501 Exemption**
A copy of the 501(c)3 document from the Internal Revenue Service citing the exemption must be submitted. Each applicant, who claims his or her tax status is pending, must submit a certified copy of the application from the Internal Revenue Service. This certified copy must be provided in order to process the Charitable Solicitation application.
- **Charter and By-Laws**
A copy of the organization's charter and by-laws must be submitted.
- **Uniform Registration Statement**
A Uniform Registration Statement is required. A list of professional fund raisers and solicitors is required as part of the Uniform Registration Statement.

Statement Requirement

A full statement of the character and extent of the charitable work being done.

Charitable Solicitation Registration (Cont.)

- **Resolution**
A certified Resolution authorizing a corporate officer to make application in the District of Columbia is required of all corporations.
- **Itemized Financial Statement**
Each application should be occupied by an itemized financial statement for the last preceding calendar or fiscal year.
- **Solicitor Information Cards**
Each registrant or applicant for a charitable solicitation registration may obtain solicitor information cards for a fee of \$3.00. A list of the names and addresses of the persons who will be soliciting on behalf of the organization must be submitted in triplicate (3 copies).
- **Professional Fundraisers or Solicitors**
Each professional fund raisers and professional solicitors shall provide a copy of the contract, if any, made by or on behalf of each applicant with each professional fund raiser and professional solicitor.

Special Instructions: If your business falls into one of the following categories, there are additional requirements for your BBL application, as described below.

- **Corporation Division Requirements**
If you are a corporation, partnership or limited liability company you must be registered in the District and in good standing. For instructions on how to register, please go to www.dkra.dc.gov and click on "Corporate Registration." For more information, please call the Corporation Division at (202) 442-4432.
- **Non-Resident of the District of Columbia (including Foreign Corporations)**
If you are not a resident of the District of Columbia, you'll need to appoint a Resident Agent or an Attorney-in-Fact who lives or works in an office in the District, who will be the official recipient of any financial, process, or legal notices that we need to send to you. If you are not a DC resident, please complete the [Certified Resident Agent Appointment Form](#).
- **Corporate Registered Agents**
Every corporation needs to have a registered agent office in the District of Columbia. This office can – but does not need to be – the same as your place of business. Foreign corporations doing business in DC need to certify that their named registered agent is duly authorized to represent that corporation.
- **Trade Name Operative (Use of Fictitious Business Name)**
If your business uses a [Trade Name](#), you'll need to register the name with DCRA and indicate both the trade name and the official business name (including its corporation, LLC, or partnership classification) if applicable.

Responsible Agency: The Department of Consumer & Regulatory Affairs, Business and Professional Licensing Administration. Forms may be located in other places of this website to complete this application process.

Other District or Federal Agencies Involved for this Basic Business License: Office of Tax and Revenue

Additional Business Activities (BBL Endorsements):

If you conduct more than one business activity (endorsement type), you'll need to indicate those activities on your BBL application. You might have any number of additional business activities connected to this particular license endorsement.

Special Notes: If your business includes any of the above endorsement activities, you can get additional fact sheets and application forms by contacting DCRA's BBL InfoCenter by phone at (202) 442-4311, or by email at bbl.infocenter@dc.gov.

If you prefer, you can get additional fact sheets and BBL packages on our website at www.dkra.dc.gov. Simply click on "Documents and Forms" on our main page and download the BBL forms. You will need to have Adobe Acrobat Reader on your computer; but if you don't, a link to this free download is available on our website. Once you've downloaded the forms, simply print, complete, and submit them with the applicable fees.
